

January 18, 2006

Dear Mobile Vendor Business Owner/Operator:

I would like to take this opportunity to inform you of some upcoming changes to our Food Protection Program regarding the 2006-2007 Mobile Vendor food service licensing period. As you are aware, your mobile vending operation license will expire on June 30, 2006. In anticipation of some recent policy changes to our mobile vending food service licensing program, and in accordance with the Connecticut Public Health Code and Hartford Municipal Ordinance, our office wants to inform your food service operation in advance in order for you to prepare for the future changes.

We strongly believe our first role as public health officials is to provide education, and it is essential that we have a good working relationship that fosters honest and open communication. We also recognize that all Food Service Establishments (FSE's) share our objective, and we consider each of you a partner in this goal. In an event of a suspected foodborne illness or other emergency, please contact our office at (860) 543-8815 immediately so we could assist your establishment in properly managing the situation.

Prior to issuing a license, the following information will be required by each mobile vendor:

1. Enclosed please find a "Plan Review Application For Mobile Vendor Food Service" and a "Application for Mobile Vendor Food License" which need to be typed or printed legibly, and the completed plan review and license applications need to be sent by **March 30, 2006** to the following address:

Department of Health and Human Services
Environmental Health Division
131 Coventry Street
Hartford, Connecticut 06112

2. After our office completes the mobile vendor plan review process, you will be notified by US mail if your plan review meets the applicable health codes and can be processed. If approved for processing, we will send back your original completed "Application for Mobile Vendor Food License" (stamped reviewed).
3. As in the past, in order to receive an inspection for a mobile vendor license, your completed "Application for Mobile Vendor Food License" (stamped reviewed) needs to be delivered in person with the appropriate payment, to the City of Hartford, Bureau of Licenses and Inspections ***located at 260 Constitution Plaza, Hartford, CT 06103, (860) 757-9200.***
4. The final step in this application process is to contact our office for an inspection of your mobile vehicle/cart. You will **not** be issued a health permit unless a complete inspection of your vehicle/cart has been conducted by one of our Sanitarians and the Fire Marshall.

If your mobile vending unit has been designated as a Class 3 or 4 mobile vending operation, you are required to be certified as a "Qualified Food Operator" (QFO) and you must operate the mobile vending unit in compliance with the Connecticut Public Health Code. If you operate a Class 3 or 4 mobile vending unit and you do not have a QFO, your food service license will not be renewed and your mobile vending unit will not be allowed to operate in the City of Hartford.

Please consider HHS your free consultant and do not hesitate to contact us with any questions or concerns you may have at (860) 543-8815, Monday-Friday from 8:30 am - 4:30 pm. We wish you and your staff a safe and successful year.

Sincerely,

Ramon Rojano, M.P.H., M.F.T.
Director of Health & Human Services

Cc: Hartford Fire Department
Dinesh Patel, L&I
Jean Hess-Walsh
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